Manitoba

Annual Report 1984 - 85

Municipal Affairs

Manitoba

Minister of
Municipal Affairs

Winnipeg, Manitoba, CANADA
R3C 0V8

Her Honour Pearl McGonigal,
Lieutenant Governor of Manitoba,
235 Legislative Building,
Winnipeg, Manitoba.
R3C 0V8

May It Please your Honour:

I have the privilege of presenting to you the Annual Report of the Department of Municipal Affairs, for the year ending March 31, 1985.

Respectfully submitted,

Andy Anstett

Manitoba

Deputy Minister of
Municipal Affairs

Winnipeg, Manitoba, CANADA
R3C 0V8

Honourable Andy Anstett
Minister of Municipal Affairs,
330 Legislative Building
Winnipeg, Manitoba.
R3C 0V8

Sir:

It is a pleasure to present to you the third Annual Report of Manitoba Municipal Affairs.

The past year has been one of significant achievement as we have continued to maintain and strengthen the liaison linkage which connects Manitoba municipalities to the province.

The accomplishments described in the Annual Report are consistent with the role and mission statement Municipal Affairs has as its mandate.

We anticipate continued effort in these and in new initiatives in 1985-86.

Respectfully submitted,

G. D. Forrest

Manitoba Municipal Affairs

Role and Mission Statement

A simple and direct legislative linkage connects Manitoba municipalities to the Province. Within the parameters of this legislation, municipal councils are corporate and independant decision making bodies, responsible for managing the affairs of Manitoba's local governments.

Manitoba Municipal Affairs has provided the liaison linkage between the two authorities for close to a century.

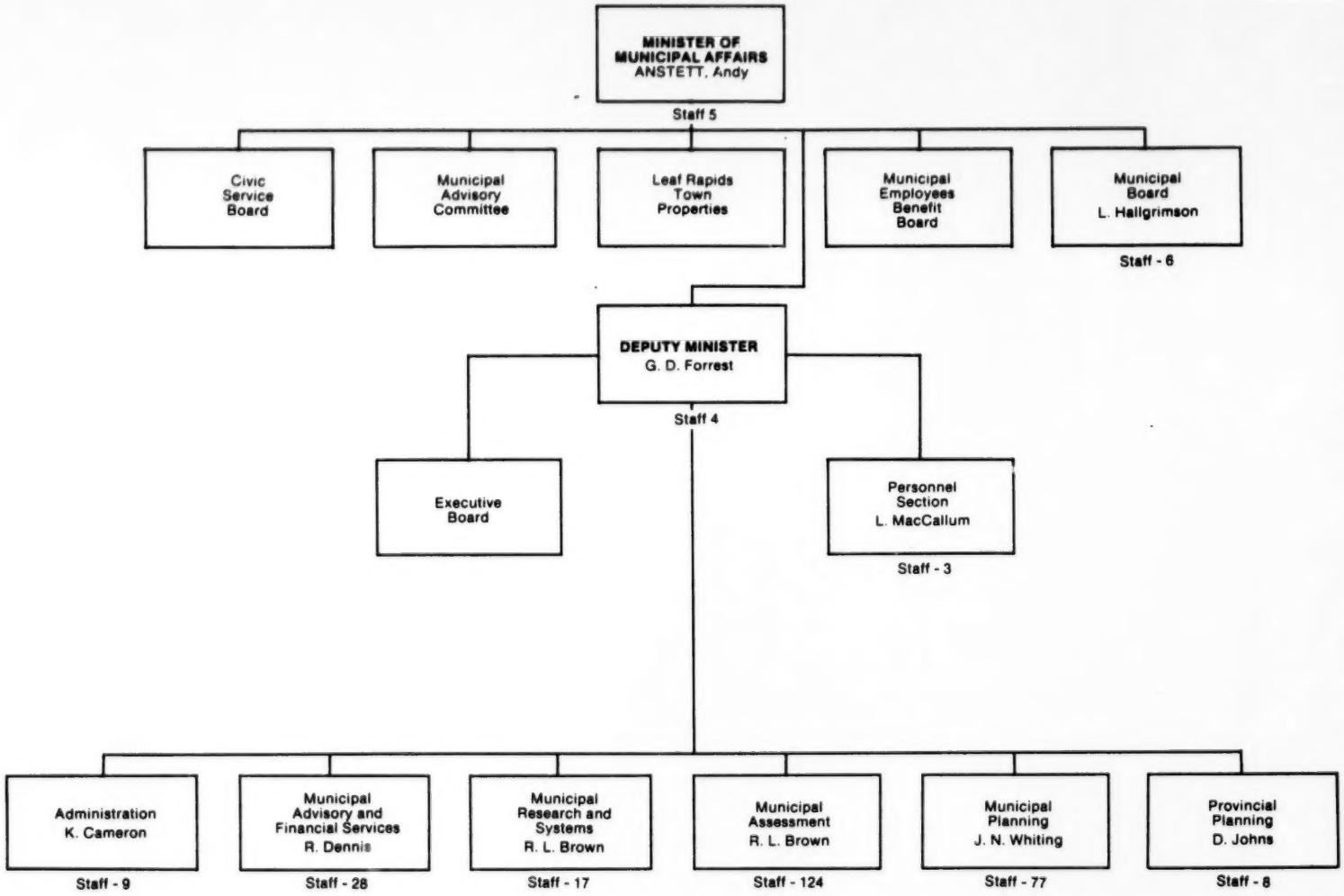
Roles played by the department include those of policy maker, source of professional expertise, liaison officer, regulator and monitor, advisor to and advocate of local government.

Department roles and functions have evolved and will continue to evolve concurrent with the roles and functions of local governments.

TABLE OF CONTENTS

TITLE	PAGE
Organization Chart	8
Report of the Deputy Minister	9
Expenditure Summary	10
Municipal Affairs Branch Reports	
Administration	11
Human Resource Management Services	12
Municipal Advisory and Financial Services	13
Municipal Assessment	22
Municipal Planning	27
Provincial Planning	35
Research and Systems	37
Legislation	38
Changes in Legislation 1984-85	38
Publications	40
Boards and Committees	41
Municipal Board	41
Municipal Advisory Committee	41
Civic Service Board	41
Municipal Employees Benefits Board	41
Leaf Rapids Town Properties Ltd.	41
Manitoba Municipal Affairs Offices	42

Organizational Chart — Manitoba Municipal Affairs



March 31, 1985

Report of the Deputy Minister

Within the past year, significant change has taken place within Municipal Affairs. The department has been reorganized to reflect the gradual transition in relationship with our primary clientele from regulator to advisor, from monitor to consultant. The reorganization acknowledges Manitoba's municipalities as fully mature, autonomous bodies which provide their citizenry with efficient, effective and immediate local government administration.

Internal changes have been designed to focus departmental services and responsibilities in a functional format which recognizes municipal needs, provincial policy, and legislative requirements.

In the areas of provincial policy and legislation, reorganization anticipates the future. Internally, structural changes incorporate traditional services municipal units have come to rely on.

Services provided by the former Budget and Finance and Municipal Services branches have been merged into the Municipal Advisory and Financial Services branch. Traditional services such as infield advice and assistance in all matters of municipal administration will be augmented by an increased capacity to advise and assist municipalities in financial administration and computerization.

The melding of the department's research capability with the computer functions in the Research and Systems branch is a complementary blending of services. Researchers will have wider access to data processing facilities for all facets of research, particularly in the major area of assessment reform.

The personnel function has been made a separate Section to ensure departmental human resources are committed in the most prudent manner.

Municipal units can be assured of continuing assessment, municipal and provincial planning services.

It is appropriate, in an Annual Report to relate department activities to the municipalities which it serves. In 1886, with the appointment of the first Municipal Commissioner, the Province established a dual relationship between itself and its municipalities — a regulatory function to ensure compliance with provincial standards, and a consultative function to provide assistance to local officials in their policy administration.

Since the process of municipal growth and development is evolutionary in nature, it is appropriate to recognize the ongoing and continuous contributions made by municipal representatives. In particular, the cooperation and assistance of the organizations which represent local government — the Union of Manitoba Municipalities, the Manitoba Association of Urban Municipalities and the Manitoba Municipal Administrators' Association — deserve recognition. The significant growth in emphasis on consultative, cooperative efforts involving department representatives and municipal officials frames this report of the more tangible aspects of internal operations of Manitoba Municipal Affairs.

Manitoba municipalities in 1984-85 continued to maintain strong and healthy financial positions, demonstrating an awareness of current economic trends as evidenced by their participation.

My department takes pride in the ongoing success of the Main Street Manitoba Program, introduced in 1982. In 1984, projects were completed and officially opened in five communities, agreements were signed with twenty-three communitites, government approval in principle was given to six communities, applications were submitted for review by six communities. A further fourteen communities were involved in the design and consultative stages necessary to Main Street revitalization.

Research into property classification and portioning continued within the Research and Systems branch of my department. The goal of such research is to provide Manitoba property owners with a standardized and computerized assessment system which will result in equitable and meaningful assessment values.

To expedite assessment reform measures, the Assessment Branch has been restructured, and management staff appointed to concentrate on land valuation, building valuation, computerization and education programs. A public information program designed to inform Manitoba property owners about the assessment process and reform measures was introduced early in 1985.

The department's Planning District Program was augmented with the formation of one District involving three municipalities. There are now sixty-two municipalities in twenty-two Districts.

A series of seminars for newly elected municipal officials was well attended as was a four day seminar directed to newly appointed municipal administrators and staff. The educational aspect of departmental assistance to municipalities continued to increase this past year.

Municipal centenaries were celebrated in twenty communities in 1984-85.

In this past year, senior staff Roy Fulsher, Director of the Municipal Services Branch, Jake Reimer, Provincial Municipal Assessor and Jim Tease, General Supervisor of Assessment, retired after long and distinguished careers with the Department.

Maintaining and expanding the tradition of service to municipal government in Manitoba will continue to be the greatest challenge for Municipal Affairs in 1986.

The Annual Report for 1985 highlights and details program activities delivered to municipalities during the past year.

Expenditure Summary

For the Fiscal year ended March 31, 1985
(with comparative figures for the previous fiscal year)

Program		1984-85($000)	1983-84($000)
13-1A	Minister	19.6	19.4
13-1B	Executive support	296.3	266.7
13-1C	Personnel Services	92.0	87.9
13-1D	Research*	162.9	156.5
13-1E	Financial and Administrative Services	394.5	360.8
	TOTAL (Administration and Finance)	965.3	891.3
13-2	Municipal Board	299.3	301.7
13-3	Municipal Advisory and Financial Services*	1,274.2	1,197.4
13-3C	Grants-in-lieu of taxes	22,651.0	20,590.1
13-3D	Urban Transit Grants	701.7	604.8
13-3E	Centennial Grants	100.0	66.4
13-3F	Police Services Grants	187.4	178.0
	TOTAL (Municipal Advisory and Financial Services)	24,914.3	22,636.7
13-4	Municipal Assessment	4,546.7	4,250.0
13-5	System Services*	865.3	665.4
13-6	Municipal Planning Services	2,870.4	2,754.6
13-7	Provincial Planning Services	354.1	348.7
13-8	Expenditures Related to Capital Assets		
13-8A1	Main Street Manitoba	1,500.0	461.0
13-8A2	Urban Transit Bus Purchase	150.0	167.1
	TOTAL (Capital Expenditures)	1,650.0	628.1
13	**DEPARTMENT TOTAL**	**36,465.4**	**32,476.5**

Note: *All figures are net actual expenditures which have been rounded to the nearest $100.*

* *Figures have been adjusted due to Department reorganization.*

Administration

Branch objectives are to direct the general administrative operations of the department and coordinate financial resources.

Department public information activities are coordinated and prepared by the Branch, and a library which provides full reference services to staff and the general public is maintained.

Soldiers' Taxation Relief By-laws are administered. In the year ending March 31, 1985, $3,857.41 was paid to twelve municipalities including the City of Winnipeg.

Human Resource Management Services

The Section was created a separate entity in 1984 and reports to the Deputy Minister. Branch objectives are to provide the department's Executive Board with appropriate recommendations on all aspects of human resource management, to work within Civil Service Commission legislation and policy guidelines, and to ensure long and short term manpower requirements are met within Municipal Affairs.

These objectives are accomplished through recruitment and selection, position classification, performance appraisal, staff relations, manpower planning, staff training and development, and staff counselling.

Major programs initiated in the past year include an Orientation Program which introduces new staff to department policies, programs and procedures. A successful Written Communications Workshop, tailored for Department staff, was introduced in response to needs identified through performance appraisal. A Workplace Safety and Health Committee comprised of staff from Winnipeg and certain regional offices developed a formal program consistent with legislation and directed to all staff. An Affirmative Action Program which involves developing and implementing a department plan to promote participation, identify career paths for target employees, and recommend measures to redress past actions was established.

In the 1984-85 fiscal year seven staff were hired or transferred into existing positions.

Municipal Advisory and Financial Services

This year, the traditional services extended through the Budget and Finance Branch were amalgamated with the Municipal Services Branch. This merger will increase Branch capacity to advise and assist municipalities in all areas of municipal administration with an increased emphasis on financial administration.

The Municipal Advisory and Financial Services Branch will continue to provide municipal corporations with consultative and advisory services through regular field visits and through its central administrative structure. The Branch's responsibility for developing and maintaining policies and legislation necessary to ensure the financial stability and viability of Manitoba's municipalities in the areas of accounting and auditing, capital borrowing, and grants administration will remain constant.

Major programs administered through the Branch are:

Advisory Services

Branch staff extended consultative and advisory services in all areas of municipal administration to elected and appointed municipal officials; and to Local Government Districts, their Resident Administrators, and their elected councils. The goal of the L.G.D. program is for these provincially supervised local governments to assume full and independent municipal status.

Branch staff investigated and reported on 120 matters of public concern on behalf of the Minister.

Service officers made infield visits and addressed municipal meetings as follows.

Infield Visits and Addresses		Total Clients Served
Rural Municipalities	266	105
Local Government Districts	86	17
Villages	114	40
Towns	114	35
Cities	13	4
TOTAL	593	201 Municipalities

Education

The Branch sponsored and coordinated training and education programs for elected and appointed officials and municipal office staff in 1984-85 as described below.

Program	Total Participants
Presentation to Manitoba Municipal Administrator's Association (M.M.A.A.) Annual Convention	175
Seminars for Newly-Elected Municipal Officials* (2)	35
Seminar for Newly-Appointed Secretary-Treasurers and Administrative Staff*	45
Certificate Course in Municipal Administration (four year program co-sponsored by the Branch, the M.M.A.A. and Continuing Education, University of Manitoba. 1984-85 Subject Area — Municipal Law)*	Enrollment 136 Graduates 29
Municipal Officials Seminar (Co-sponsored by the Branch, the U.M.M., M.A.U.M. and the Agricultural Centre, Brandon)	323
Seminar on Municipal Finance for M.A.U.M. Annual Convention	100
Slide Presentation on Municipal Council Conflict of Interest Legislation presented to various groups.	75

* *Participant costs for Education and Training Seminars sponsored by the Branch were fully recovered.*

The annual publication of the "Directory of Municipal Officials" was completed and 1,850 were distributed without charge to municipalities, local government districts, departments of government, crown corporations and others early in the year. An additional 650 were sold to the public. The Directory was updated throughout the year.

Branch staff continued to develop and maintain the "Municipal Administration Policy and Procedure Manual" for use by municipal secretary-treasurers and L.G.D. administrators.

Liaison

Municipal Advisory and Financial Services Staff continued to function as liaison between municipal governments and other departments/levels of government. In this role, Branch staff served on the following inter-intra governmental committees.

Rail Line Abandonment Committee

Mandan Transmission Line Committee

Main Street Manitoba Committee

Interdepartmental Committee on Lynn Lake

Churchill Task Force

Advisory Committee for the Certificate Course in Municipal Administration

M.M.A.A. Forms Committee

M.M.A.A. Futures Committee

M.M.A.A. Professional Development Committee

Federal-Provincial Committee on Local Government Information Development

Manitoba Water Services Branch

Accounting and Auditing

Branch staff met regularly with municipal officials and administrators and provided assistance in all areas of financial management and municipal accounting.

The Municipal Audit Program is conducted by 32 municipal auditors assigned by the Minister of Municipal Affairs to all municipalities excluding the Cities of Brandon and Winnipeg. Assignments are normally held for five years, then rotated. An attempt is made to avoid assigning auditors to municipalities in which their practice is located. Auditors appointed are either self employed or practice in partnership with other chartered accountants. The Branch annually publishes "Statistical Information Respecting the Municipalities of Manitoba", a compendium of audited financial information.

In 1984, audited financial statements indicated Manitoba municipalities continued to maintain favourable financial positions as indicated by the following statistical information.

Municipal Revenues

Municipal Revenues by major source for 1984 with comparative figures for 1983 were as follows:

Other Revenue* ($000)		General Municipal Tax ($000)		Grants in lieu of Taxes ($000)		Provincial Municipal Tax Sharing ($000)		School Tax ($000)		Total Clients Served	
1983	1984	1983	1984	1983	1984	1983	1984	1983	1984		
13,008.4	13,967.1	42,389.3	44,919.4	3,841.7	3,817.1	5,043.2	5,119.1	59,471.2	61,943.0	105	R.M.'s
5,214.5	5,570.3	3,233.2	3,609.7	5,578.4	5,909.1	793.8	808.6	5,530.5	5,745.1	17	L.G.D.'s
2,247.1	2,476.3	5,659.5	6,105.4	537.8	563.7	780.2	804.3	4,768.8	4,922.1	40	Villages
8,637.8	10,190.2	25,689.5	26,855.7	5,046.8	5,157.9	2,726.0	2,815.7	21,655.4	22,069.7	35	Towns
7,349.7	11,636.9	20,759.3	22,211.1	13,910.5	14,322.3	2,213.7	2,277.2	14,952.4	15,703.5	4	Cities
119,933.9	138,083.6	235,784.3	249,659.2	44,289.4	46,036.9	17,202.0	17,818.4	165,040.2	175,615.2		Winnipeg
156,391.4	181,904.4	333,515.1	353,360.5	73,204.6	75,807.0	28,758.9	29,643.3	271,418.5	285,998.6	202	Total
% Change +16.3		+6.0		+3.6		+3.1		+5.4			

** Licences, permits, fines, sales of goods, rents, return on investments, Local Government Support Grants.*

Municipal Expenditures

Municipal Expenditures for 1984 with comparative figures for 1983 were as follows:

General Government ($000)		Protection ($000)		Transportation ($000)		Recreation ($000)		Debt Charges ($000)		Other* ($000)		Education ($000)		Total Clients Served	
1983	1984	1983	1984	1983	1984	1983	1984	1983	1984	1983	1984	1983	1984		
11,440.2	12,057.3	2,080.4	2,459.0	29,107.3	28,679.0	2,492.6	2,409.5	1,158.8	1,015.2	14,670.9	17,031.4	61,207.7	63,686.1	105	R.M.'s
3,656.5	4,042.7	791.3	895.0	4,147.9	4,056.2	1,149.1	1,184.6	18.5	33.8	2,201.8	2,557.6	8,319.9	8,590.4	17	L.G.D.'s
1,927.4	2,081.2	885.0	1,008.1	2,362.9	2,191.6	636.0	542.7	388.1	395.7	2,573.7	2,938.2	5,000.9	5,163.6	40	Villages
5,481.9	5,921.9	5,983.3	6,507.4	7,228.0	7,953.4	4,511.4	4,774.2	3,749.7	3,835.2	12,371.2	13,196.5	23,877.7	24,465.9	35	Towns
5,328.5	5,424.3	8,640.0	9,191.1	7,100.0	7,637.7	5,337.1	5,473.3	3,970.1	3,928.0	8,483.3	14,153.8	20,406.7	21,267.9	4	Cities
40,364.0	45,538.0	110,444.6	112,069.5	76,152.8	79,320.0	54,086.1	58,272.6	62,944.2	66,560.2	66,026.2	73,540.7	183,991.4	195,213.7		Winnipeg
68,198.5	75,065.4	128,824.6	132,130.1	126,098.9	129,837.9	68,212.3	72,656.9	72,229.4	75,768.1	106,327.1	123,418.2	302,804.3	318,387.6	202	Total
% Change +10.1		+2.6		+3.0		+6.5		+4.9		+16.1		+5.2			

** Public Health, Social Welfare, Environmental Planning, Economic Development.*

Capital Borrowing

A summary of capital borrowings for the calendar year ending December 31, 1984, follows:

Municipal	**1984**
No. of Applications	73
No. of Municipalities	51
Amount of Borrowing Authorized	$10,590,392.46
Amount of Debentures Issued	$ 8,738,122.43
School	
No. of Applications*	53
No. of School Divisions	28
Amount of Borrowing Authorized**	$30,458,812.00
Amount of Debentures Issued	$11,810,000.00

* *For capital works initiated by The Public Schools Finance Board and debentures purchased by The Department of Finance of Manitoba.*

** *Of the total amount of $30,458,812.00 of borrowing authorized only $16,980,000.00 was for new construction. This amount includes $9,000,000.00 for construction of the new South Winnipeg Vocational Education Centre. The balance of $13,478,812.00 was authorized for additions and renovations to existing schools.*

NOTE: City of Winnipeg not included.

Municipal debentures issued in 1984 amounted to $8,738,122.43 as indicated above, and were sold as follows:

	1983	**1984**
Fiscal Agent Sales	$ 0	$4,442,551.48
Local Municipal Sales — Public	194,316.76	417,840.07
Municipal Own Reserve Funds	741,390.42	471,159.01
Minister of Finance of Manitoba, on behalf of:		
— Manitoba Water Services Board	1,189,622.11	2,338,361.24
— Agricultural Services Centre Agreement	847,508.23	64,115.99
— Manitoba Public Insurance Corporation	3,902,639.64	1,004,094.64
	$6,871,477.16	8,738,122.43

The interest rate concerns of the previous several years were evident again after a reasonably good 1983. The market rates increased even though a degree of stability was still evident. The rates fluctuated about 1 1/2 percentage points in the range of about 13 3/8% to 14 7/8% for 20 year term debentures. Obviously, interest rates remain an important point of concern in an economy which is in an uneasy period of recovery. Despite the continued low rates of inflation there are several areas of concern in the economy which are causing the interest rates to remain relatively high, but stable.

The Minister of Finance remains a prominent purchaser of municipal debentures in 1984 purchasing debentures on behalf of The Manitoba Public Insurance Corporation and other funds at prevailing market rates. The rates for actual purchases made by The Minister of Finance ranged only from 12 1/2% to 14 7/8%. It is quite evident that the purchases made by The Minister of Finance provide a very valuable service to all municipalities, especially small municipalities with issues of less than $100,000.00. The interest rate established for Manitoba Water Services Board purchases was 12 5/8% which was lower than the market rate available from the Department of Finance early in 1984, and a large number of debentures were therefore sold again to the Manitoba Water Services Board compared to 1983.

The Manitoba Water Services Board continued to offer to finance municipal debentures through its loan program of financial assistance for projects

done under agreement with it. The interest rate for work completed to December 31, 1984 was set at 12 5/8%, as mentioned above, and all municipalities opted to use the loan services offered by the Manitoba Water Services Board at that interest rate.

In addition to the availability of the financing services of The Department of Finance and the Manitoba Water Services Board, there were large debenture issues sold through fiscal agents in 1984. There were only three such sales, but they were all very large dollar amounts. Two Cities and one Town took advantage of the market available through the fiscal agent. The balance of debenture issues in 1984 were evenly distributed between the Reserve Funds of the respective municipalities and local public sales.

There was a substantial increase in debenture issues made locally with most of these being to individuals and the balance to local Credit Unions. The interest rates on these issues were generally at the prevailing rates.

It should be noted that there was a substantial shift from long-term (20 year) debenture issues to shorter term (15 years, 10 years) debenture issues. This may be a shift particular to 1984, but it may also be a new trend, to shift to shorter term, to attempt to reduce the large interest costs associated with longer-term issues.

Tax Imposition — Tax Collection

Municipal tax imposition and collection indicates the ability and/or willingness of Manitoba's taxpayers to meet the municipal levies promptly and indicate municipal efficiency in collecting taxes. Data collected indicate an overall decrease in tax collections to 99.79% of the levy in 1984 as compared to 100.08% in 1983. Tax penalties are fixed at 15%.

The following comparative summary illustrates increases in tax imposition and collection for 1981 to 1984.

Increase in Tax Imposition

1982 over 1981 (%)	1983 over 1982 (%)	1984 over 1983 Amount ($)	(%)	Total Clients Served
Actual	Actual	Actual		
14.06	5.50	5,095,231	4.81	105 R.M.'s
13.58	9.19	583,521	6.36	17 L.D.G.'s
12.66	6.86	627,337	5.77	40 Villages
10.28	4.29	1,517,000	3.08	35 Towns
14.37	5.28	25,657,389	5.76	5 Cities
13.94	5.32	33,480,478	5.39	202 Municipalities

Increase in Tax Collection

1982 over 1981 (%)	1983 over 1982 (%)	1984 over 1983 Amount ($)	(%)	
Actual	Actual	(Estimated)		Total Clients Served
12.93	7.70	5,246,879	4.98	105 R.M.'s
12.22	7.53	416,755	4.43	17 L.D.G.'s
12.66	8.12	721,735	6.72	40 Villages
12.39	8.10	1,100,895	2.20	35 Towns
13.66	7.99	24,087,038	5.41	5 Cities
13.39	7.95	31,573,302	5.08	202 Municipalities

Municipal Grants and Payments

Grants and payments were administered through the following programs.

Main Street Manitoba

Under Main Street Manitoba program guidelines, $1.4 million was distributed to municipalities and business people working together to upgrade the appearance of Manitoba Main Streets. Municipalities were eligible to receive 2/3 funding for approved public property improvements while 1/3 provincial financing to a maximum of $500 per property was paid to business people for approved storefront renovations.

The following details the funds dispersed to Manitoba communities whose Main Street projects were completed this year. The balance of the $1.4 million was paid to communities and business people whose public and private sector projects were under construction.

Provincial Grants for Public Sector Improvements	Provincial Grants for Private Sector Improvements	Total Clients Served
$ 3,042.84	$ 1,579.44	R.M. of North Norfolk (U.V.D. of Austin)
149,365.70	8,796.28	Town of Carman
163,870.74	12,179.27	Town of Swan River
196,827.00	6,070.95	City of Flin Flon

The following municipalities entered into formal agreements with the province for Main Street Manitoba projects in 1984-85.

Project Agreements In Place — 20

Rural Municipalities	Villages	Towns	Cities
La Broquerie (La Broquerie)	Crystal City	Beausejour	Portage la Prairie
Shoal Lake (Oakburn)	Hamiota	Boissevain	
Silver Creek (Angusville)	Lac du Bonnet	Dauphin	**Local Government Districts**
Tache (Landmark)	MacGregor	Melita	Consol (Cranberry Portage)
Tache (Lorette)	Niverville	Morden	
	Notre Dames de Lourdes	Stonewall	
	Winnipegosis		

An additional 16 projects are in design and discussion stages.

Grants-in-Lieu-of Taxes

Grants-in-lieu-of taxes were paid to municipal corporations to offset costs of servicing provincially owned properties which benefit from municipal services.

The Province paid grants equivalent to school and municipal taxes on all provincial properties except those exempted. (Unpatented land, public highways, road allowances, provincial waterways, land in provincial parks or recreation areas, community pastures, and land leased to private individuals or companies.)

	1983/84	1984/85	Total Clients Served
Grants Paid ($000)	20,639.9	21,587.7	4,274 Grant Applications Received
Revenues*	47.0	42.3	
Net Grants Paid	$20,592.9	$21,545.4	3,495 Grant Applications Paid (Includes 210 abandoned railway lands)

** Revenue source: Gimli Industrial Park*

Centennial Grants

Centennial Grants of $2.00 per capita, based on Census Canada population figures were paid for approved projects to municipalities to assist with centennial celebrations.

Total Grants Paid	Total Clients Served
$54,842	20 municipalities

Urban Transit Grants

Urban Transit Grants are paid to urban centres, other than the City of Winnipeg to assist with the operation of public transit systems.

In 1984, transit operating grants, equivalent to the lesser of either 50% of the urban governments' net operating transit deficit or a grant ceiling established by the Province were paid as follows.

Total Operating Grants	Total Clients Served
$441,797 regular transit	City of Brandon
37,178 Handi-transit	City of Brandon
54,997 regular transit	City of Flin Flon
79,366 regular transit	City of Thompson

Police Services Grants*

Police Services Grants provide financial assistance to towns and villages with populations between 750 and 1,500 and to rural municipalities operating municipal police forces.

Grants paid to towns and villages were based on an equalized assessment formula applied to the 1973/74 cost of a police constable increased by 6% in 1967, 10% in 1981, 10% in 1983, and 3% in 1984. Eligible rural municipalities received grants equivalent to the lesser of either 1/3 of actual costs or $2.00 per capita. Eligible resort communities received grants based on 25% of actual expenditures.

Grants Paid	Total Clients Served
$ 28,267.00	6 Towns
110,739.00	13 Villages
32,690.00	12 Rural Municipalities
8,995.00	1 Resort Community
$180,691.00	32 Municipalities

** Administration of Police Services Grants was transferred from the Manitoba Department of the Attorney General to Manitoba Municipal Affairs in 1984.*

Provincial Municipal Tax Sharing Payments

Provincial Municipal Tax Sharing Payments allocate 2.2 points of personal income tax and 1.0% of corporate taxable income to municipalities under provisions of The Provincial-Municipal Tax Sharing Act. Payments, calculated by this Branch and updated to reflect boundary changes are paid by Manitoba Finance. Payments are based on 1981 census population data and paid to municipalities in July of each year. A basic per capita payment of $28.85 is paid to all organized municipalities and to the Minister of Northern Affairs on behalf of unorganized territory.

An urban services supplement paid to Cities, Towns, Villages, and four urban Local Government Districts increased from $3.75 to $5.25 per capita for centres up to 5,000 population; and from $4.25 to $5.95 per capita for centres whose population exceeds 5,000. Comparative payments for 1983 and 1984 are displayed below.

Population	Total	Payments	Total Clients Served
197,899	5,043,146	5,119,144	105 Rural Municipalities
26,720	780,224	804,272	40 Villages
91,450	2,726,020	2,815,749	35 Towns
30,026	793,749	808,572	17 Local Government Districts
631,937	19,415,713	20,095,597	5 Cities
38,936	1,017,973	1,017,973	Manitoba Northern Affairs
$1,016,968*	$29,776,825	$30,661,307	202 Municipalities and Unorganized Northern Communities

** Population and payments are calculated excluding military personnel.*

Local Government General Support Grants

Local Government General Support Grants are paid to local governments to allow them to fulfill obligations under the Levy for Health and Post-Secondary Education without resorting to program or service cutbacks or to property tax increases.

Applications were forwarded and completed by all eligible municipalities and unincorporated village districts. Grants entitlement was based on 1.60% of 1983 "Net Payroll Cost" or total earnings before deductions. (This includes wages and salaries, taxable benefits and allowances, and commissions and bonuses).

Grants payments were as follows:

Grants Paid	Total Clients Served
229,952.24	105 Rural Municipalities
194,595.01	35 Towns
36,155.04	40 Villages
63,694.95	17 L.G.D.'s
284,973.33	4 Cities
1,457.66	5 Unincorporated Village Districts
$810,828.63	201 Municipalities and 5 Unincorporated Village Districts

Catalogue of Grants Available to Municipalities

The catalogue lists all grants from all provincial government departments which are applicable to municipalities in Manitoba.

Data Processing

Two major computerization programs which assist Manitoba municipalities and property owners are administered through this Branch.

Water Billing Program

The Branch provides a computerized water billing system to 64 units in a total of 53 towns, villages and rural municipalities. Costs are recovered from the municipalities using the service.

The Manitoba Resident Homeowners' Tax Assistance and the Pensioners' School Tax Assistance Programs

The Resident Homeowners' Tax Assistance Program is maintained and updated mainly by department computer facilities. In addition to data processing applications for over 197,000 owner-occupied single-family dwelling units, another 3,000 applications were manually processed.

Approximately 11,000 applications for the Pensioners' School Tax Assistance Program were processed manually.

Applications for the two programs are processed for all Manitoba municipalities including the City of Winnipeg and unorganized communities in Northern Manitoba.

Computer Accounting System for Municipalities

In 1984, at the request of the Manitoba Municipal Administrators Association (M.M.A.A.) the Branch set up a working group comprised of representatives from Cybershare Ltd., Manitoba Telephones, the M.M.A.A., and Manitoba Municipal Affairs. The working group is co-ordinating the development of a system which will provide a realistic alternative to municipalities who are considering computerizing office functions. Three municipalities, the R.M. of Grey, Village of Gretna, and Town of Morden, a representative sampling of municipalities, are participating in the pilot program and are converting daily and monthly activities from manual to automated procedures.

This year, the firm of Thorne Riddell, Chartered Accountants was hired to prepare a two-part report on the proposed computer accounting system. The first will be a report on the environmental controls in place at the service bureau (Cybershare). The second report, a system review, will examine the thoroughness of the system and the accuracy of the output.

Municipal Advisory and Financial Service's prime concern is to ensure software produced is applicable to each municipal accounting function so that the resultant systems will be compatible.

Jobs Fund

A major job creation program was launched by the province in 1983. The Branch assumed responsibility for administering the Municipal Community Assets program which provides funds to municipal corporations and community organizations which increase community assets while, at the same time, stimulate employment opportunities. Staff responsibilities included developing a computer program to monitor the status of applications and report monthly.

As at March 31, 1985:

	Municipal	Community
Projects Completed — Audited	143	173
Projects withdrawn	19	8
	162	181
Grants paid out to end of fiscal year (March 31, 1984) — adjusted	$1,995,760.34	$2,907,773.99
Carry-over funds to 1984/85	800,000.00	1,300,000.00
Grants paid out in 1984/85 fiscal year to March 31/85	570,662.12	884,111.43
Total Grants Paid	$2,566,422.46	$3,791,885.42
		$6,358,307.88

NOTE: *Final payment on all projects were forwarded by March 31, 1985. This completes our involvement in the Municipal Community Assets Program.*

Municipal Assessment

The Branch provides full assessment services to all local governments in the Province except for the City of Winnipeg and to certain unorganized territories in Northern Manitoba. Services are directed by the Provincial Municipal Assessor in Winnipeg and carried out by staff located in ten District Offices around the province.

Costs of the municipal portion of the assessment program are recovered from municipal sources. Costs associated with services unrelated to the municipal assessment program, such as the costs of preparing equalized and balanced assessments, research, staff training, education, and special projects requested by government are paid by the province.

This year, Mr. Jake Reimer, Provincial Municipal Assessor since 1960 and Mr. Jim Tease, General Supervisor for 22 years retired from dedicated service. With their retirement and the anticipated increase in workload associated with assessment reform, the Branch management structure was completely reorganized with Mr. R. L. Brown appointed as Acting Provincial Municipal Assessor. Co-ordinators were appointed to the specialized areas of Land and Property Classification, Property Improvements, and Systems and Education.

The assessment mapping section, formerly located in Winnipeg, was decentralized with staff from the Municipal Planning Branch now providing mapping services to District assessment offices from the nine planning offices outside Winnipeg. Technical staff in Winnipeg provide drafting technicians with mapping standards, procedures, format, and support.

Assessment services are extended through the following major programs.

Assessment Maintenance

The maintenance program annually revises and updates such records as property descriptions and address changes, real owners and lessees, and all ownership changes. In the 1984 calendar year, approximately 89,000 individual changes were made to assessment rolls.

Properties added to assessment and taxation rolls were as follows:

Number of Properties	Real Property	Business Property	Personal Property	Total
1984	8,526	946	395	9,867
Value of Additions	$29,015,930	$1,669,490	$1,799,810	$32,485,230

Courts of Revision were held in each municipality to revise real property, business and personal property assessment rolls. The majority of all complaints, except in the Thompson District in Northern Manitoba were appeals against the liability of farm dwellings to taxation.

Complaints and Appeals were as follows:		Total Clients Served
Courts of Revision*	2,348	201 Municipalities and Unorganized Northern Communities
Municipal Board	45	
Court of Queen's Bench	11	

** This figure does not include appeals lodged by the assessor.*

General Reassessment

The level of value at which property is assessed has remained essentially unchanged since 1979, when the Branch established a policy to assess at 20% of the 1975 level of value. This percentage figure and base year is used to ensure values can be compared not only between individual properties but between municipalities regardless of the year in which a general reassessment was carried out. Since 1975, property values have increased. As a result, assessed values represent a small percentage of the actual present day value.

The following municipalities were assessed in the 1984 calendar year for 1985 taxation purposes.

Rural Municipalities — 20	Total Clients Served Roll Entries
Daly	892
Grey*	455
Langford	1,054
Lansdowne	1,467
Minitonas*	397
Morton	1,681
Oakland*	280
Rhineland*	673
Riverside	1,429
Siglunes	2,433
South Cypress	1,507
South Norfolk	1,565
Stanley*	636
Strathcona	1,345
Swan River*	132
Victoria	1,528
Victoria Beach	1,430
Westbourne	2,702
Woodlands*	474
Woodworth	1,779
Towns — 3	
Dauphin	4,052
Oak Lake	324
Stonewall	1,299
Villages — 5	
Arborg	730
Dunnottar	1,589
Elkhorn	393
Riverton	553
Teulon	631
Cities — 1	
Brandon (Business properties only)	1,072
L.G.D.'s — 4	
Alonsa	4,392
Consol*	201
Mountain North*	343
Mountain South*	150
Northern Manitoba — 11	628
Total Clients Served 33 Municipalities and 11 Unorganized Northern Communities	40,216 Roll Entries

** Farm buildings only.*

Reassessments were started but not completed in the following municipalities.

Rural Municipalities — 11	Roll Entries	Percent Complete
Bifrost	3,577	10%
Cornwallis	1,618	5%
Glenella	1,025	5%
Harrison	1,665	9%
Lorne*	384	50%
Louise*	360	50%
Pembina*	503	95%
Springfield	3,040	94%
Turtle Mountain	1,933	25%
Whitehead	1,437	80%
Whitewater	1,279	30%
Towns — 2		
Rivers	682	5%
Swan River	2,165	2%
Villages — 2		
Lac du Bonnet	610	66%
Powerview	342	58%
Cities — 1		
Thompson	2,932	72%
L.G.D.'s — 1		
Pinawa	100	10%
Total Clients Served 17 Municipalities		

** Farm buildings only.*

Total Taxable Assessment

In 1984, the total taxable assessment for the province, excluding the City of Winnipeg was:

Total Clients Served		Total Taxable ($000)	Roll Entries
105 Rural Municipalities	Real Property	804,674	219,087
	Business Property	10,636	
	Personal Property	12,193	
35 Towns	Real Property	274,468	48,457
	Business Property	14,575	
	Personal Property	9,035	
40 Villages	Real Property	62,450	18,135
	Business Property	2,636	
	Personal Property	409	
4 Cities	Real Property	211,947	25,860
	Business Property	15,582	
	Personal Property	2,718	
17 L.G.D.'s	Real Property	68,078	44,089
	Business Property	1,448	
	Personal Property	2,096	
Northern Manitoba	Real Property	7,525	8,955
	Business Property	334	
	Personal Property	39	
201 Municipalities and Unorganized Northern Communities	TOTALS	$1,500,843	364,583

Equalized Assessment

Legislation was enacted in 1983 (Section 13/3.1, The Municipal Assessment Act) which "froze" the 1984 and subsequent years' equalized assessments in the province at their 1983 amounts.

The only adjustments that will be permitted are those changes which are specified under Section 5 of "An Act Respecting the Assessment of Property for Taxation".

Equalized assessment figures for the province including the City of Winnipeg are:

	1984	1985	% Change	Total Clients Served
Rural Municipalities	730,606,160	741,911,860	1.54	105
Towns	264,190,500	266,911,340	1.02	35
Villages	56,271,270	57,129,850	1.52	40
Cities (except Winnipeg)	209,386,210	212,159,860	1.32	4
Local Government Districts	73,599,950	74,852,740	1.70	17
Northern Manitoba	11,145,520	13,742,370	23.30	
Winnipeg	1,944,773,950	1,969,970,310	1.29	1
TOTAL	3,289,973,560	3,336,678,330	1.41	202 Municipalities and Unorganized Northern Communities

Balanced Assessment

The balanced assessment is calculated under provision of The Public Schools Act and forms the basis for the calculation of school levies.

Assessment Reform

A comprehensive seven point assessment reform program was introduced in 1984.

Assessment Rolls — Reform measures cannot be implemented until a complete record of all Manitoba property is available so that researchers can study project reform impacts using a complete data base. Because farm buildings are often exempt from taxation, collecting data on Manitoba's farm buildings has not been a Branch priority since 1950 when the Assessment Branch came into being. Farm buildings have been added to assessment rolls only as time and manpower permit. The need for a complete research base however has meant that adding exempt farm buildings to assessment rolls was determined to be a Branch priority. It is expected by the fall of 1985, that all farm buildings will be recorded.

Branch Reorganization — The Assessment Branch management structure was completely reorganized in 1984 with specialists appointed in Land and Property Classification, Property Improvements, and Systems and Education.

Uniform Procedures — Assessment procedures and manuals used by the Provincial Municipal Assessor and the City of Winnipeg Assessor have differed slightly. This year, under the direction of the Provincial Municipal Assessor work was initiated towards a common goal of standardizing assessment practices, manuals and regulations.

Computerization — The 1982 Report of the Manitoba Assessment Review (Weir) Committee (M.A.R.C.) stated that it was physically and economically impossible to provide a sufficient number of assessors to maintain assessment records manually or to undertake physical reassessments on a cycle current enough to maintain understanding or equity. The Report recommended computerization. Computerization will permit assessors to update rolls annually as property values change; ownership and addresses change; and new properties are created. Municipal Affairs staff are in the process of conducting a needs analysis to determine the system and programs required, and are analyzing the data necessary for a computerized assessment.

Research — The Research section of the Department is continuing its study of M.A.R.C. recommendations.

Legislation — The Municipal Assessment Act will be rewritten and introduced section by section as research is completed. A major legislative reform program is being worked on for introduction to the 1985 legislative session.

Public Information — The M.A.R.C. Committee recommended that educational programs be introduced to assist Manitobans to understand the assessment process. A major public information program was introduced in January of 1985. Speeches to community groups and provincial organizations were presented. In addition, a series of pamphlets explaining how residential, commercial, industrial and farm properties are assessed, and explaining the appeal and reform process were introduced at that time.

Municipal Planning

The Branch provides planning advisory services to Planning Districts on an ongoing basis, to municipalities on a project basis, and to Northern Communities at the request of the Minister of Northern Affairs. Professional planning service in reviewing and processing applications to subdivide land are extended to Planning District Boards and all municipal councils. Branch staff will undertake special projects at the request of municipal councils or Planning District Boards dependent on staff resources. Professional assistance is extended to other government departments should land use planning expertise be required.

Planning Advisory Service is provided by professional land use planners and technical support staff in nine Manitoba communities. Decentralized service is backed up by a Winnipeg based team with specialization in urban and rural planning, zoning and development control, and technical support services. Planning Advisory Service is extended through the following major programs.

Planning Advisory Service to Planning Districts

The Planning District concept, innovative in Canadian land use planning was introduced through The Planning Act of 1976. The Act encourages the transfer of land use decision making from the province to local governments. Two or more municipalities are encouraged to join together to direct future growth of District land through a Board comprised of elected officials from member municipalities. To date, 62 municipalities have joined to form 22 Districts.

The Act specifies that background studies, detailing District resources be prepared. These studies form the basis of the Development Plan which sets forth the policy of the local authorities towards the use of land within its jurisdiction.

The Development Plan must be consistent with Provincial Land Use Policies designed to protect Manitoba's economic and environmental land use base and formally adopted by the Province. The Plan is reviewed and approved by order-in-council and implemented by a zoning by-law adopted by the local municipal council. Public participation is essential to the process which also provides for appeal procedures.

The final step in the process is the transfer of approving authority for plans for subdivision from the Minister of Municipal Affairs to the Planning District Board.

Decisions regarding subdivision of land made by Planning District Boards may be appealed by the applicant or by the province to the Municipal Board for resolution.

To encourage the formation of Planning Districts, the province has developed a two-phase cost shared planning program.

Costs of preparing the required Development Plan are shared on a 50/50 basis to a maximum District share of $1 per $1,000 equalized assessment over the entire District with the province funding any shortfall. The provincial share is usually provided in staff time.

The second program, Continuing Planning Advisory Service to District Boards and member municipalities is described and provided under agreement between the Minister of Municipal Affairs and District Boards with the province bearing all ongoing costs.

Continuing Planning Advisory Service to Planning Districts in 1984-85 exceeded 18,200 staff hours or 9.5 staff years.

In 1984-85, provincial assistance in preparing Development Plans was extended to the following Planning Districts formed this year.

Grants Paid	Staff Time	Planning Districts
$ 4,000	$ 4,500	MacDonald-Ritchot* - R.M. of MacDonald R.M. of Ritchot
$ 1,000	$14,000	Roblin-Cartwright* - R.M. of Roblin Village of Cartwright
$ 5,000	$36,500	Virden-Wallace - Town of Virden R.M. of Wallace
$10,000	$33,000	Russell-Binscarth - Town of Russell R.M. of Russell Village of Binscarth

* *Districts were formed in 1984. Amounts displayed indicate grants paid in the 1984-85 fiscal year.*

Planning Advisory Service to Municipalities

The province recognizes it may not be possible for some municipalities to join with neighbouring local governments in Planning Districts. In these cases the province still provides assistance in preparing Development Plans and other related planning projects to individual municipal corporations. The availability of planning assistance is dependent on staff and financial resources.

The province enters into agreements with municipalities to provide planning service on a project basis. Municipal costs equal 1 mill of equalized assessment. The balance is equally cost shared with the province. The provincial share is mostly provided in staff hours.

Major Projects Prepared Under the
Planning District and Municipality Program in 1984-85:

	Total Clients Served
Basic Planning Statements and Development Plans	35
Zoning By-laws	72
	107 Municipalities

The status of land use planning in Planning Districts and Municipalities as of March 31, 1985 follows.

Status of Planning Programs in Planning Districts

District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Cypress					•		
Carberry, Town							•
Glenboro, Village							•
North Cypress, R.M.							•
South Cypress, R.M.							•
Selkirk and District					•		
Selkirk, Town	•					•	
St. Andrews, R.M.	•					•	
St. Clements, R.M.	•					•	
Brokenhead River					•		
Beausejour, Town							•
Garson, Village							•
Brokenhead, R.M.						•	
M.S.T.W.					•		
Morden, Town	•					•	
Winkler, Town							•
Stanley, R.M.							•
Thompson, R.M.							•
Thompson					•		
Thompson, City							•
Mystery Lake, L.G.D.							•

Status of Planning Programs in Planning Districts

District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Western Interlake					•		
Coldwell, R.M.	•					•	
St. Laurent, R.M.	•					•	
Siglunes, R.M.	•					•	
Neepawa and Area					•		
Neepawa, Town	•					•	
Langford, R.M.	•					•	
Rosedale, R.M.						•	
South Interlake					•		*
Stonewall, Town	•						
Teulon, Village						•	
Rockwood, R.M.	•					•	
Rosser, R.M.						•	
South Riding Mtn.					•		
Erickson, Village						•	
Clanwilliam, R.M.						•	
Harrison, R.M.	•					•	
Strathclair, R.M.						•	
Park, L.G.D.	•					•	
Brandon and Area					•		
Brandon, City							•
Cornwallis, R.M.	•					•	
Elton, R.M.	•					•	
East Interlake				•			
Gimli, Town	•					•	
Arborg, Village	•					•	
Riverton, Village			•				•
Bifrost, R.M.	•					•	
Gimli, R.M.	•					•	
Nor-Mac				•			
MacGregor, Village	•						
North Norfolk, R.M.	•						
Killarney Area					•		
Killarney, Town	•					•	
Turtle Mtn., R.M.	•					•	
Boyne				•			
Carman, Town	•					•	
Dufferin, R.M.						•	

* *Interim Development Control*

Status of Planning Programs in Planning Districts

District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Lac du Bonnet				•			
Lac du Bonnet, V.	•						
Lac du Bonnet, R.M.	•						
Winnipeg River				•			
Powerview, Village	•						
Alexander, L.G.D.	•						
Roblin				•			
Roblin, Town	•					•	
Shell River, R.M.	•						
Morton-Boissevain		•		•			
Boissevain, Town						•	
Morton, R.M.							
Macdonald-Ritchot				•			
Macdonald, R.M.	•	•				•	
Ritchot, R.M.	•	•					
Roblin-Cartwright				•			
Cartwright, Village		•				•	
Roblin, R.M.	•					•	
Virden-Wallace				•			
Virden, Town	•						
Wallace, R.M.							
Russell-Binscarth				•			
Russell, Town			•			•	
Binscarth, Village							
Russell, R.M.							

Status of Planning Programs in Municipalities

Municipality	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Cities							
Flin Flon	•				•	•	
Portage la Prairie					•		•
Towns							
Altona	•			•		•	
Dauphin	•				•	•	
Deloraine				•		•	
Emerson		•				•	
Grandview	•						
Hartney	•						
Leaf Rapids	•			•			
Melita	•						
Minnedosa	•						
Morris	•						
Rivers	•						
Snow Lake	•			•			
Souris	•						
Steinbach	•			•		•	
Swan River	•				•	•	
The Pas					•		•
Winnipeg Beach	•						
Villages							
Benito	•						
Dunnottar			•				
Hamiota	•						
Niverville			•				•
Notre Dame	•						
Plum Coulee	•						
Ste. Anne	•			•		•	
St. Claude	•						
St. Lazare	•						
St. Pierre	•						
Ste. Rose du Lac			•				
Shoal Lake	•						
Somerset	•						
Treherne					•		•
Wawanesa					•	•	
Winnipegosis	•						
R.M.'s							
Archie			•				•
Argyle	•						
Cartier		•					•
Daly	•						
Dauphin			•				•
De Salaberry			•				•
Ericksdale	•						

Status of Planning Programs in Municipalities

Municipality	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Franklin	•						
Glenwood	•						
Hanover			•				•
La Broquerie	•	•				•	
Lawrence	•					•	
Louise		•					
Miniota		•				•	
Montcalm	•						
Morris	•						
Mossey River			•			•	
Oakland		•					
Ochre River	•						
Odanah	•						
Portage la Prairie	•		•	•			•
Rhineland					•		•
Riverside	•						
Roland			•				•
Ste. Anne				•		•	
St. Francois Xavier	•						
St. Rose		•				•	
Shellmouth	•						
Sifton	•						
Silver Creek	•						
Springfield	•				•	•	
Strathcona	•						
Swan River	•			•		•	
Tache	•			•		•	
Victoria	•						
Victoria Beach	•						
Whitehead			•				•
Whitemouth	•						
Whitewater	•						
Winchester	•						
Woodlands	•	•				•	
Woodworth	•						
L.G.D.'s							
Alonsa	•						
Churchill			•				•
Consol							
The Pas Area			•				•
Cranberry Portage			•				•
Wanless			•			•	
Fisher	•						
Gillam					•		•
Grand Rapids	•				•		•
Lynn Lake	•						
Mountain	•						
Pinawa	•						
Stuartburn	•						

Planning Advisory Service to Remote and Northern Communities

Planning advisory service is provided to northern communities upon request of the Minister of Northern Affairs. Professional expertise is extended in the preparation of Community (townsite) development plans, subdivision designs for new housing developments, organization of existing land occupancy, infilling and infrastructure development of an economic or municipal nature.

The Minister of Northern Affairs and community councils are assisted with the administration of Part IX of The Planning Act which applies to Northern Manitoba. All costs associated with the Northern Planning Program are recovered under provisions of the Canada/Manitoba Northlands Agreement. The status of planning advisory service to northern communities is illustrated below.

Community	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-Law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Bissett			•			•	*
Manigotogan			•				*
Stevenson Island		•					
Wabowden	•	•					
Moose Lake	•						
Sherridon	*						
Cormorant	•						

* *Interim Control*

Planning Advisory Service In Reviewing and Processing Subdivision Applications

All applications to subdivide land are reviewed to ensure compatability with local land use plans and with Provincial Land Use Policies and are processed on behalf of local government. Branch staff reviewed and processed 2,842 applications to subdivide this year. Applications which may conflict with Provincial Land Use Policies are forwarded to the Provincial Planning Branch for review on behalf of the province.

Detailed statistics showing subdivision activity are found in the Provincial Planning Branch Section of this report.

Planning Advisory Service Special Projects

Main Street Manitoba*

Municipal Planning Branch field office personnel, supported by the Winnipeg based urban planning section have discussed Main Street Manitoba design options with municipal officials and business people in all Manitoba communities which have expressed interest in downtown revitalization.

Branch staff, under the guidance of and at the request of local government designed Main Street streetscapes for the following communities:**

Rural Municipalities
Franklin (Dominion City, Ridgeville)
Siglunes (Ashern)
Whitemouth (Elma, Seven Sisters, Whitemouth)

Villages
Gladstone
MacGregor
Niverville
Rossburn
St. Lazare
Treherne
Winnipegosis

Towns
Birtle
Gladstone
Minnedosa
Neepawa
Teulon

Local Government Districts
Consol (Cranberry Portage)

* *Grants paid to municipalities under Main Street Manitoba Program guidelines are included in the Municipal Advisory and Financial Services section of this report.*

** *Some staff hours were provided by landscape design students hired under the S.T.E.P. program. Students were supervised by planners from the Municipal Planning Branch.*

Other Projects

In 1984-85, 351 special projects were prepared by Branch staff at the request of and under the direction of Planning District Boards and municipal councils. These included Development Plan amendments; zoning by-law amendments; base/property ownership mapping; Planning Scheme amendments; subdivision design/development; commercial/industrial studies; park, playground, and campground design; recreation studies; boundary studies; highway relocation studies.

Planning Advisory Service to Other Government Departments

Professional land use planning advice is provided to other government departments and agencies.

Representation on inter/intra governmental committees ensures that the best possible advice on land use planning issues is extended to local government while at the same time, local government opinion is represented and forwarded to committee membership.

Municipal Planning Branch staff served on the following continuing indepartmental committees and boards:

Main Street Manitoba Committee

Manitoba Soil Survey Advisory Board

Interdepartmental Planning Board

Regional Land Use Committees

BLOC Planning Committees

Provincial Land Use Policies Review

Education Committee — Building Standards Board

Flood Damage Reduction Program Steering Committee

E.M.O. (representative)

Northern Housing Task Force

Lee River Study Committee

Interdepartmental Committee on Aerial Photography

Licensing Advisory Committee

Livestock Waste Management Committee

Livestock Waste Management Technical Advisory Committee

Limestone Generating Station Technical Advisory Committee

Task Force on Road Network Planning

Technical Advisory Committee on Pits and Quarries Regulations

Provincial Planning

The Branch provides analytical advice and administrative support to the Interdepartmental Planning Board, a clearing house for the approval of municipal and provincial plans and projects; and to the Provincial Land Use Committee of Cabinet, a ministerial committee which provides policy direction in the management of the Province's land resource.

The Provincial Planning Branch administers Part II of The Planning Act which refers to the duties of the Minister in developing and monitoring Provincial Land Use Policies, and Part VI which refers to approval of subdivisions.

Land Use Policies

Land Use Policies were approved by Order-In-Council in 1980 after two and half years of public review. The 13 Policies apply to all land in the Province with the exception of Crown Land, land under the jurisdiction of the City of Winnipeg, and land covered by a municipal or District development plan.

The policies provide a basis for the preparation of municipal and District development plans and guide the review of applications to subdivide land.

During 1984/85, branch staff coordinated the provincial review of a number of plans and basic planning statements to ensure that provincial interests were taken into account. Those receiving approval were:

Brandon & Area Planning District
City of Flin Flon
R.M. of Portage la Prairie
Town of Russell
Village of Wawanesa
South Riding Mountain

Applications to Subdivide

In exercising its responsibilities under part VI of The Planning Act, the Branch becomes directly involved in about 10% of all subdivision applications. This percentage represents those instances in which a provincial land use concern has been raised.

The Branch works with the applicant, councils, and government departments in an attempt to arrive at an acceptable solution. If a solution cannot be found, the subdivision is rejected by the Branch on behalf of the Minister.

If this decision is appealed to the Municipal Board, the Branch is responsible for representing provincial interests at the hearing. In 1984/85, 142 applications were dealt with by the Branch.

The Branch's responsibility under The Act also includes compiling statistics on subdivision applications. Applications were as follows:

In Process Start of Period	Received	Approved	Approved Lots	Rejected By Local Council	Rejected By Approving Authority	Rejected By Municipal Board	Closed	In Process End of Period
1,710	1,132	886	1,625	109	8	6	102	1,721

Special Projects

As advisors to the Interdepartmental Planning Board and the Provincial Land Use Committee of Cabinet, staff participated or represented provincial interests in several dozen projects.

The following represents a sampling of the major projects studied.

Review of Provincial Land Use Policies

When Provincial Land Use Policies were adopted in 1980, it was decided by the Provincial Land Use Committee to review and revise them as necessary every five years. The Branch is co-ordinating the interdepartmental review of the policies as part of its responsibilities under Part II of The Planning Act.

Disposal of Abandoned Railway Rights-of-Way and Station Grounds

An interdepartmental committee was established to assist the Land Acquisition Branch in determining guidelines to be used in conveying land not required by the province to individuals and municipalities. The committee, chaired by this Branch will also advise on future gifting agreements affecting railway rights-of-way.

Livestock Waste Management Committee

An interdepartmental committee has been established at the request of the Interdepartmental Planning Board to find means of resolving environmental and land use conflicts associated with livestock operations. The Branch chairs the committee which includes representatives from Agriculture, Natural Resources, and Environment.

Limestone Generating Station

The next proposed generating station on the Nelson River, Limestone Generating Station, is expected to be in service in 1990. In conjunction with the Manitoba Environmental Assessment and Review Agency, Provincial Planning Branch has assisted Manitoba Hydro in establishing an environmental impact management program for the project. The Branch chairs an interdepartmental advisory committee and assists in liaison with government agencies responsible for northern employment and industrial benefits.

Selkirk Bridge and Highway Connection

The Department of Highways and Transportation has proposed construction of a bridge and highway across the Red River north of Selkirk connecting P.T.H. #9 and P.T.H. #59. With the input of other departments, Provincial Planning Branch prepared an impact assessment of alternate routes for the Provincial Land Use Committee. A public open house to discuss the project was sponsored by the Branch and Highways Department.

Branch staff represented provincial interest on several ad hoc and standing committees.

Conservation Districts Committee
Crown Lands Classification Committee
Soil Survey Advisory Committee
Lake Winnipeg, Churchill, Nelson River
Advisory Board.

Research and Systems

In September of 1984, the Research Group and the data processing component of the Municipal Services Branch were amalgamated to form the Research and Systems Branch. The amalgamation facilitates both the task of exploring and developing municipal programs and policy options and the task of providing data processing and systems analysis services.

In the past year, Research and Systems Branch staff have continued as key participants in the assessment review process. This participation involves several of the critical steps toward reform, specifically — classification and portioning, computerization, procedural uniformity, the public education program and revision of The Municipal Assessment Act.

In addition to the assessment review, the Research and Systems Branch also undertook two other comprehensive research projects — police grants and emergency response.

The Advisory Committee on Policing was established to examine the issue of redistributing municipal policing costs with a view to eliminating recognized inequities.

The Emergency Response Committee was established to advise the Minister as to what legislative amendments or other measures might be required to ensure that municipal governments could recover expenses incurred responding to an emergency call from outside their legal boundaries or those of a municipality with which they had a mutual aid agreement.

Both the Advisory Committee on Policing and the Emergency Response Committee have completed their review and put forward recommendations for consideration by the Minister.

The other primary function of the Branch, data processing and systems analysis, involved the provision of services externally to municipal corporations and internally to other Branches.

Data Processing Programs	Total Clients Served
Assessment and Taxation Rolls*	201 Municipalities
Tax Statements*	199 Municipalities
Resident Homeowner's Tax Credit Program**	202 Municipalities
Pensioners' School Tax Assistance Program**	202 Municipalities
Water Billings*	56 Municipalities
Public Works Equipment Analysis*	1 Municipality
Assessment Notices*	201 Municipalities
Courts of Revision Notices*	201 Municipalities

* *Costs were recovered from Municipal sources.*
** *Program is administered through the Municipal Advisory and Financial Services Branch.*

The Data Processing Section stored and updated a file of all property sold in Manitoba. The Computer Assisted Sales Analysis System (CASAS) provided sales/assessment ratio statistics to the Assessment Branch. Such statistics provide assessors with information as to which municipalities need reassessment and by how much relative to market value. As well, the Data Processing Section provided municipal analytical reports to the Assessment, Municipal Advisory and Financial Services and Municipal Planning Branches as well as to other departments/levels of government.

Computerization Assessment Reform

The 1982 Report of the Manitoba Assessment Review (Weir) Committee recommended computerization of assessment procedures. A major computerization program was initiated by Section staff this year. Additional staff were hired and the mammoth task of defining information to be included and developing the necessary programs was begun.

Legislation

Legislation Administered by the Department	R.S.M. 1970 Chapter
Assessment of Property for Taxation in Municipalities in 1981 and 1982	
Local Authorities Election Act	L180
Local Government Districts Act	L190
Municipal Act (except Sections 295 to 306)	M225
Municipal Assessment Act	M226
Municipal Affairs Administration Act	M230
Municipal Board Act	M240
Municipal Boundaries Act	M250
Municipal Debt Adjustment Act	M260
Municipal Works Assistance Act — 1964	
Official Time Act	O20
Planning Act (except in relation to Northern Manitoba, those provisions of The Act that by Order-in-Council No. 1245/76 are declared to apply mutatis mutandis to Northern Manitoba)	P80
Soldiers Taxation Relief Act	S180
Unconditional Grants Act	U10

Copies of these Acts are available from:

The Queen's Printer
200 Vaughan Street
Winnipeg, Manitoba
R3C 1T5
Ph: 945-3012

Changes in Legislation

The Municipal Act
Amendments to the Act related to a variety of issues

Subdivision II — Fire Protection/Other Emergency Services

Section 283(5) A fire protection force established by a municipality may provide services in emergencies of any kind, whether or not the emergency relates to fire or the danger of fire including

a) emergency services for the relief of illness and injury and for the preservation of life; and

b) emergency services for dealing with dangerous materials and the protection of persons and property from injury or damages arising out of dangerous materials.

Services Outside Municipality

Section 283(6) — A municipality may provide services through its fire protection force in the prevention and suppression of fires or in relation to other emergencies outside the municipality and where the fire fighting equipment apparatus and appliances of a municipality are used outside the municipality and the members of the fire protection force of a municipality are required to work outside the municipality, they shall be deemed for all purposes to be being used or to be working, as the case may be, within a municipality which has acquired the fire fighting equipment, apparatus and appliances to equip a municipal protection force and which has employed the members as members of its fire protection force.

Recovery of Costs

Section 283(7) — Where a fire protection force of a municipality provides services outside the municipality and outside of any other municipality with which the first municipality has an agreement for compensation for fire protection services, the municipality providing the services may charge the owner of any real or personal property in respect of which the services are rendered for the provision of the services and the amount so charged is a debt due and payable to the municipality by the owner of the real or personal property.

Subdivision V — Ambulance Service/Ambulance Services Outside Municipalities

Section 325(4) A municipality may provide ambulance services outside the municipality and where the ambulance equipment, apparatus and appliances of the municipality are used and the ambulance personnel of the municipality are required to work outside the municipality, they shall be deemed for all purposes to be being used or to be working, as the case may be, within a municipality which has acquired the ambulance equipment, apparatus and appliances to provide the services and which has employed the ambulance personnel to provide the services.

Division XI — Licences and Licence Fees

Subsection 717(2) References to Business Licence sections corrected.

Division II — Grants in Lieu of Taxes

CL 796(2)(L)

Section 21(4) This section is amended by striking out the words "wildlife management areas" in the 1st line of clause 796(2)(L) allowing for the payment of Grants-in-Lieu to Wildlife management areas.

Form 3 — Declaration of Office

Paragraph 3 of form 3 has been repealed.

Publications

Annual

Municipal Affairs Manitoba, Third Annual Report for the year ended March 31, 1985.

Twenty-Sixth Annual Report of The Municipal Board for the year ended December 31, 1984.

1983 Statistical Information Respecting the Municipalities of the Province of Manitoba.

Eighth Annual Report of the Municipal Employees Benefit Board for the year ended December 31, 1984.

Annual Report 1984 — Provincial Municipal Assessment Branch.

1985 Municipal Official Handbook.

Catalogue of Grants Available to Municipalities, 1984.

Occasional 1983-84

Municipal Informat — vol. 4, No. 3 vol. 5 No. 2. Quarterly Newsletter.

Manitoba Assessments: Questions and Answers — a pamphlet series.

Copies of our publications are available from:

The Department of Municipal Affairs
14th Floor — 405 Broadway
Winnipeg, Manitoba
R3C 3L6

Boards and Committees

Municipal Board

The Municipal Board, established in 1959, is a quasi-judicial body whose members are appointed by the Province. Board members include a chairman and several part-time members. The Board hears appeals and conducts inquiries pursuant to appropriate statutes of Manitoba.

Because of its quasi-judicial nature, the Board operates independently. It is attached to the Department for administrative reasons only.

An annual report is prepared on a calendar year basis.

Municipal Advisory Committee

The Committee is comprised of the President and Vice-President of the Union of Manitoba Municipalities and the Manitoba Association of Urban Municipalities along with a representative from the Manitoba Municipal Administrator's Association. The Committee, which is chaired by the Minister of Municipal Affairs meets at his request. In this past year, the Committee met to discuss matters of mutual concern on a number of occasions.

Civic Service Board

The Board, who reports to the Minister of Municipal Affairs, acts as a Board of reference to consider complaints from Municipal Councils, clerks, or Secretary-Treasurers. Chaired by an independent party appointed by the Province, membership represents the Union of Manitoba Municipalities, the Manitoba Association of Urban Municipalities, and the Manitoba Municipal Administrators' Association.

The Board did not meet in the past year, as there were no Labour/Management disputes requiring mediation.

Municipal Employees Benefits Board

The Board administers a provincial pension and disability plan as well as a group life insurance program for municipal employees. Board membership includes a chairman and four appointees who represent municipal corporations and organizations. The Board reports to the Minister of Municipal Affairs.

An Annual Report is prepared each calendar year.

Leaf Rapids Town Properties Ltd.

Leaf Rapids Town Properties (formerly Leaf Rapids Corporation) was formed in 1971 by a precedent setting agreement between the Province and Sherritt-Gordon Mines. Under the terms of the agreement, all assessable surface property of the mining company was put on the tax roll for taxation purposes making Sherritt Gordon a corporate citizen. The Province, through the Leaf Rapids Corporation developed the property and is recovering costs through land sales and property rentals; proceeds of Local Government District debenture issues retired through local taxation; provincial funding of schools and hospitals; provincial grant programs.

Chairman of the Board is the Deputy Minister of Municipal Affairs. Three senior civil servants are appointed to the four person board.

Day to day management of the Town Centre, Industrial Park, mobile home park, and other properties is carried out by a staff of five, under the direction of the General Manager. The continuing poor economic climate and mineral markets in recent years have resulted in reduced mineral extraction. The impact of these conditions has resulted in increased unemployment, reduced population and a lowered tax base, however, the Corporation combines to meet its obligations as they come due.

Manitoba Municipal Affairs Offices

The Hon. Andy Anstett, Minister
Room 330 Legislative Building
Winnipeg, Manitoba
R3C 0V8 (204) 945-3788

G. D. Forrest, Deputy Minister
Room 332 Legislative Building
Winnipeg, Manitoba
R3C 0V8 (204) 945-3787

Ken Cameron, Director
Administration
1436 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2200

Director
Human Resource Management Services
1409 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2195

Roger Dennis, Director
Municipal Advisory & Financial Services
1325 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2567

Robert L. Brown
Acting Provincial Municipal Assessor
1350 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2605

John N. Whiting, Director
Municipal Planning
1418 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2158

David Johns, Director
Provincial Planning
1240 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2595

Robert L. Brown, Director
Research & Systems
1354 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2533

Leifur Hallgrimson, Chairman
Municipal Board
1234 - 405 Broadway
Winnipeg, Manitoba
R3C 3L6 (204) 945-2941

District Assessment Offices

Municipal Assessment Office
340 - 9th Street
Brandon, Manitoba
R7A 6C2 (204) 728-7000

Municipal Assessment Office
27 - 2nd Avenue S.W.
Dauphin, Manitoba
R7N 3E5 (204) 638-9111

Municipal Assessment Office
103 Main Street S.
Minnedosa, Manitoba
R0J 1E0 (204) 867-2785

Municipal Assessment Office
127 - 8th Street
Morden, Manitoba
R0G 1J0 (204) 822-5421

Municipal Assessment Office
25 Tupper Street North
Portage la Prairie, Manitoba
R1N 3K0 (204) 857-9711

Municipal Assessment Office
382 Main Street
Selkirk, Manitoba
R1A 1T8 (204) 482-3352

Municipal Assessment Office
Civic Centre
Souris, Manitoba
R0K 2C0 (204) 483-2165

Municipal Assessment Office
323 Main Street
Steinbach, Manitoba
R0A 2A0 (204) 326-9896

Municipal Assessment Office
110 - 7th Avenue North
Swan River, Manitoba
R0L 1Z0 (204) 734-4566

Municipal Assessment Office
59 Elizabeth Drive
Thompson, Manitoba
R8N 1X4 (204) 778-4411

Planning Branch Offices

Municipal Planning Branch
125 - 250 First Street
Beausejour, Manitoba
R0E 0C0 (204) 268-1411

Municipal Planning Branch
112 - 340 9th Street
Brandon, Manitoba
R7A 6C2 (204) 728-7000

Municipal Planning Branch
27 - 2nd Avenue S.W.
Dauphin, Manitoba
R7N 3E5 (204) 638-9111

Municipal Planning Branch
323 North Railway Street
Morden, Manitoba
R0G 1J0 (204) 822-6221

Municipal Planning Branch
25 Tupper Street North
Portage la Prairie, Manitoba
R1N 3K1 (204) 857-9711

Municipal Planning Branch
200 Eaton Avenue
Selkirk, Manitoba
R1A 0W6 (204) 482-6716

Municipal Planning Branch
323 Main Street
Steinbach, Manitoba
R0A 2A0 (204) 326-1381

Municipal Planning Branch
370 Main Street
Stonewall, Manitoba
R0C 2Z0 (204) 467-5577

Municipal Planning Branch
59 Elizabeth Drive
Thompson, Manitoba
R8N 1X4 (204) 778-4411